Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction **DATE:** February 15, 2016

FROM: Robin Nealy

DIV or UNIT: College Readiness Department

SUBJ: PPA request for: Phyllis Appling

Title of PPA activity: HB5 Final Exam Testing/Proctoring and Grading

Dates (or semesters) of activity: May 13 – June 13, 2016

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Phyllis Appling will travel to several high schools, to include El Campo, Tidehaven, Bay City, and Brazos, to administer the HB5 Math and INRW final exams. In addition to administering and proctoring the final exams, Phyllis Appling will serve as a second grader for all INRW essays – totaling 250+.
(Note: These activities will occur after Mrs. Appling's 9-month contractual obligations).

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		1800	$1800
	TOTAL		$ $1800

BUDGET NUMBER: 1110.14506.6092.100

RECEIVED
Vice President of Instruction
Date 2/16/16 Initial: R

C. Approvals

Supervisor: ghunt **Date:** 12

VPI: Lau **Date:** 2-16-16

President: Betty A. McCraw **Date:** 2-18-16